

EYES ONLY

6 September 1973

MEMORANDUM FOR: Chairman, Career Service Panel
Office of Research & Development

SUBJECT: Proxy Vote

1. It is requested that you convey my proxy vote to the Career Service Panel meeting 10 September 1973 on the following item.

2. I wish to vote in favor of the promotion recommendation for from the GS-14 level to GS-15.

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Chief
Clandestine Operation Technology, ORD

EYES ONLY

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AGENDA

Career Service Panel
Office of Research and Development
10 September 1973

0930 hours
Room 607 - Conference Room

1. Review of agenda for 10 September 1973
2. Review of minutes for 13 August 1973
3. Report from Chief, Support Staff, PMS/ORD
4. Report from Chairman, CSP/ORD
5. Promotability List - Revision #3
GS-14s
6. Promotion Recommendations -
GS-14 to GS-15

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- a. [redacted] PD/ORD
- b. [redacted] PD/ORD
- c. [redacted] /ORD
- d. [redacted] CDAM/ORD
- e. [redacted] DPR/ORD

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7. Quality Step Increase Recommendations

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- a. [redacted] DPR/ORD
- b. [redacted] PAS/ORD
- c. [redacted] PMS/ORD

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8. Summary Statement on the Performance of the
Employees in the Projects Division in the
Past Year to be Sent to OD&E
9. New business

[redacted] 25X1

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MINUTES
CAREER SERVICE PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
10 September 1973

Attendees:

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Chairman

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(Joined the meeting at 1005 hours)

Executive Secretary
Recording Secretary

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Absentees:

1. The meeting was called to order by the Chairman at 0947 hours.

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2. [] requested that Item 7. b. and c. on the Agenda be dropped since paperwork on the QSI recommendations had not been circulated. [] stated that the paperwork would be circulated to the members before the end of the meeting.

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3. There were no changes made in the Agenda for 10 September 1973.

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4. [] moved to approve the minutes for 13 August 1973 as written. [] seconded the motion. The Panel members present concurred. Motion carried.

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5. Report from the Chief, Support Staff, PMS/ORD was as follows:

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PROMOTIONS:

[] Security Officer, SS/PMS/ORD from GS-12 to GS-13.

ADDITIONS:

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[] Secretary Steno, GS-5 on 27 August 1973. Temporarily assigned to Support Staff/PMS/ORD pending permanent ORD assignment.

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5. (Continued)

25X1A9A REASSIGNMENTS:

[redacted] Secretary Steno, GS-07, reassigned and detailed to the National Security Council on 20 August 1973.

25X1A9A RESIGNATIONS:

[redacted], Secretary Steno, GS-07, Contracts, PMS/ORD resigned from LWOP on 6 August 1973.

25X1A9A REASSIGNMENT IN

[redacted] Phys. Scientist-Res., GS-13 from OSI/DD/S&T to DPR/ORD on 10 September 1973.

25X1A9A NEW PROFESSIONAL EOD:

[redacted] Phys. Scientist-Res., GS-12 to TC/ORD on 10 September 1973.

25X1A9A TRAINING NOTES

[redacted], GS-13, DPR/ORD has been approved to attend the Midcareer Executive Development Course scheduled to run from 28 October - 7 December 1973.

25X1A9A [redacted] Chief, COTD/ORD will not attend the Senior Seminar course (Agency) starting on 16 September 1973.

6. Report from the Chairman, CSP/ORD was as follows:

a. Special Panel Report

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25X1A9A (1) [redacted] appointed [redacted] as a member of the Special Panel as of 15 August 1973.

(2) Promotion Recommendations from GS-6 to GS-7 have been discussed, and the recommendations for approval have been sent to the D/ORD on the following:

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[redacted] DPR/ORD
[redacted] Contracts, PMS/ORD
[redacted] LS/ORD

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(3) Promotion Recommendations from GS-4 to GS-5 have been reviewed by the Special Panel and approved by the D/ORD on the following:

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[redacted] CDAM/ORD
[redacted] Contracts, PMS/ORD
[redacted] COTD/ORD

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25X1A9A 7. [] explained that the Promotability List for GS-14s, Revision #3, circulated to the CSP members was the result of a revised input made by [] after the last CSP meeting. [] further stated that since the promotability list for GS-14s, approved on 13 August 1973, had been done by formal motion, it would require another motion to include the changes made on the list, supersede the CSP's previous action, and accept Revision #3.

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25X1A9A 8. [] asked the members to review Item 14, minutes of 13 August 1973 which stated:

25X1A9A [] moved to accept the promotability
25X1A9A list for GS-14s as revised on 13 August 1973.
[] seconded the motion. The Panel
concurred. Motion carried.

25X1A9A 9. [] moved that the Promotability List
25X1A9A for GS-14s as approved on 13 August 1973 not be changed.
[] seconded the motion to open up the dialogue.
Discussion followed.

25X1A9A 10. [] felt that the CSP members had more than enough time to provide their input to the Promotability List for GS-14s, and enough discussion had taken place to come up with a final list. He felt that a cutting-off time should be exercised.

25X1A9A 11. [] pointed out that during the course of the
25X1A9A 13 August 1973 meeting, there was a change in the ratings which were submitted by [] and [] who had not completed their promotability ranking. During the meeting, and prior to the revision made on 14 August 1973 []
25X1A9A and [] completed their ranking lists. []
25X1A9A felt that if the input had been made several months after the ranking had been done, he would have asked []
25X1A9A to submit his input the next time the GS-14s were considered. Since the Panel was in the process of ranking the GS-14s, and with the thought that some information might have come to
25X1A9A [] attention which he didn't reflect on during the
25X1A9A meeting, [] stated he accepted [] input.
25X1A9A [] further stated that [] could have changed his ranking at the meeting -- or anybody else could have changed their ranking during the meeting if they had so desired. The Panel then discussed the significance of the promotability lists to the CSP/ORD and D/ORD, and that these lists should take into consideration time-in-grade and other relevant factors. The members were in agreement that the promotability lists were a rough rank order. The Panel members felt that the promotability lists were a consensus of the Panel members and should be used as a guide by the Division Chiefs when considering promotion recommendations.

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12. The Panel then voted on [] motion as stated in Item 9. The Panel did not concur. Motion not carried.

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13. [] moved to approve the Promotability List for GS-14s as reflected in Revision #3 in place of the Promotability List for GS-14s approved on 13 August 1973. [] seconded the motion. The Panel concurred. Motion carried. (Promotability List, GS-14s, Revision #3 attached)

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14. The CSP members commenced discussion on promotion actions on GS-14s to GS-15s.

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15. [] inquired about the impact that would be made if [] of Projects Division were to be promoted since they are to be transferred to OD&E. He asked if the billets and slots both go over to OD&E with these men. [] answered that he had worked the new TO with the idea that Projects Division people were going, and ORD in turn would receive four people from OD&E. [] stated ORD could accommodate the promotion requests for [] felt that the CSP could only recommend to the D/ORD that these men be promoted, and then Dr. Stevens would have to take the matter up with the Chief of OD&E. The CSP members discussed further their concern on GS-15 slots and the new TO.

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16. The Branch Chief structure of ORD was then discussed. (See Branch Chief Structure attachment) [] stated that although his new TO had not been set up with a Branch Chief structure, this had been taken into consideration in the new TO.

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17. [] inquired of the CSP whether [] and [] should be recommended for promotion to the D/ORD on their merit or should ORD be concerned with the slots they occupy. [] asked if [] could check with Dr. Stevens as to his feelings on Branch Chiefs occupying GS-15 slots. The other CSP members agreed that this should be done if possible. [] left the meeting to consult with Dr. Stevens.

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18. [] reported the following on his conversation with Dr. Stevens:

a. Branch Chief positions are to be identified as GS-15s, and Dr. Stevens hopes that in making up the TO that this is taken care of and there are sufficient slots available.

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18. (Continued)

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b. Dr. Stevens asked the CSP to deliberate on promotion recommendations with regard to the qualifications of the employees being recommended. In the case of [] and any recommendation for promotion approval, he stated that he would not give up any additional ORD GS-15 slots if they transfer to OD&E.

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19. [] told the Panel members that he felt the CSP should consider the promotion recommendations on their merits and not be concerned at this point whether the slots are going with the people being transferred or not.

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20. [] moved to recommend approval to the D/ORD on the promotion recommendation for [] from GS-14 to GS-15. [] seconded the motion. The Panel concurred. Motion carried.

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21. [] moved that because of the lack of familiarity with the [] program, the CSP recommend that the D/ORD consider the merits of the promotion recommendation on [] from GS-14 to GS-15 on the basis of information available to him and provided to him by the Chief, Special Projects Staff, DD/S&T. [] seconded the motion. The Panel concurred. Motion carried.

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22. [] moved to recommend approval to the D/ORD on the promotion recommendation for [] COTD/ORD from GS-14 to GS-15. [] seconded the motion. Following discussion on experience, maturity, and positional factors, the Panel concurred. (Proxy vote from [] was cast by the Chairman, CSP/ORD on the promotion recommendation for []

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23. [] moved to recommend approval to the D/ORD on the promotion recommendation for [] CDAM/ORD from GS-14 to GS-15. [] seconded the motion. Three members voted in favor of the motion; one member was not in favor of the motion; there were two abstentions. Motion carried.

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24. [] was not in favor of the motion recommending promotion for [] is engaged as a technical project manager, and in [] judgment he has serious difficulty in dealing with other offices and people he is trying to convince of his point of view. [] felt [] needs help to correct this difficulty.

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25X1A9A 25. [] abstained from voting because he felt there seemed to be a great deal of controversy on the merits of [] performance, and he didn't know [] very well. [] felt that he did not want to judge [] on the comments made at this meeting. [] also made note that one of [] previous supervisors did not think too highly of him prior to the time [] came to work for him, but once under his supervision he realized [] capabilities and productivity. [] felt under these circumstances that he would not cast a vote at this time.

25X1A9A 26. [] stated that he had heard strong arguments from both sides on the promotion recommendation for [] and he abstained from voting because he did not know [] personally.

25X1A9A 27. [] moved to recommend approval to the D/ORD on the promotion recommendation for [] from GS-14 to GS-15. [] seconded the motion. The Panel concurred. Motion carried.

25X1A9A 28. [] supplied the CSP members with the following statistics on Quality Step Increases and the percentage granted within the Agency on a whole and other Directorates:

| | | |
|--------|---|------|
| Agency | - | 2.82 |
| DD/M&S | - | 3.35 |
| DD/O | - | 2.92 |
| DD/I | - | 2.24 |
| DD/S&T | - | 1.86 |

25X1A9A [] stated the reason given by Office of Personnel on why DD/S&T is low in percentage is because DD/S&T hires at a higher grade and promotes more rapidly. DD/S&T does not have a large number of personnel in the lower grade levels as other Directorates. [] also told the Panel members that within ORD, only two "R" employees received QSIs.

25X1A9A 29. [] moved to recommend to the D/ORD that [], DPR/ORD be granted a Quality Step Increase from GS-14, step 4 to GS-14, step 5. [] seconded the motion. The Panel concurred.

25X1A9A 30. [] moved to recommend to the D/ORD that [], PMS/ORD be granted a Quality Step Increase from GS-14, step 6 to GS-14, step 7. [] seconded the motion. Five members approved the motion. [] was not in favor of the motion because there had been inadequate time to study and consider the recommendation. Motion carried.

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31. [] moved to recommend to the D/ORD that [] PAS/ORD be granted a Quality Step Increase from GS-14, step 6 to GS-14, step 7. [] seconded the motion. Five members approved the motion. [] was not in favor of the motion for the reasons as stated in Item 30.

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32. The CSP members reviewed the eligibility requirements for a Quality Step Increase as stated in []. There was discussion on whether the QSI recommendations for [] and [] should be rewritten to pinpoint their particular contributions that would warrant a QSI. No decision was made on this.

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33. The Career Service Panel members approved the recommendation made by [] that a memorandum from the Chairman of the ORD/Career Service Panel should be written to the OD&E Career Service Panel giving them a summary of the evaluations made on the Projects Division employees who are being transferred to OD&E.

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34. [] asked that in future ranking lists when there is a tie the number sequence should read: 1, 2, 3, 3, 5, etc., rather than 1, 2, 3, 3, 4. [] said this would be done.

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35. [] felt that the CSP members should give consideration to those employees who have been in grade for more than five years and discuss what can be done for these employees in helping them improve their performance or help them seek new assignments.

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36. [] moved that the Agenda for the next CSP meeting should include discussion on the bottom three employees in the GS-12, GS-13, and GS-14 ranking lists, and the individual's Division Chief asked to describe what his prognosis is on the employee, and what he is attempting to do to improve the employee's performance. [] seconded the motion. The Panel concurred.

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37. [] stated he would like to see a Program for Improvement come out of the discussion as requested in Item 36.

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38. [] asked the Recording Secretary to send the names of those men in the bottom three positions in the GS-12, GS-13, and GS-14 ranking lists to the Division Chiefs concerned in order that they will be prepared to discuss the employees at the next meeting.

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39. [] spoke for the Career Service Panel/ORD members in telling [] who is transferring to OD&E how much the members have enjoyed serving with him and thanked him for his constructive contributions. The CSP members wished [] much success in his new undertaking.

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40. [] asked for action as quickly as possible on the promotion recommendations for [] and [] and he hoped that these recommendations did not end up with a pocket veto by not having some action taken by the D/ORD before the organizational transfer. [] stated that if action did not come forth quickly, the memorandum from the Chairman, CSP/ORD to OD&E would assist in explaining this matter to them.

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41. [] told the Panel members that [] B&F/ORD will be transferring to OJCS and will be replaced by [] GS-12 from DDO/Africa Division.

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42. [] also asked the CSP members to send their items for the R&D to [] after the meeting.

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43. The next CSP meeting was scheduled for 1 October 1973.

44. Meeting adjourned at 1320 hours.

[]
Executive Secretary
Career Service Panel/ORD

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3 Attachments

- a. Promotability List, GS-14s, Revision #3
- b. Branch Chief Structure/ORD
- c. Proxy Vote from [] Chief, COTD/ORD

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APPROVED:

[]
Chairman, CSP/ORD/DD/S&T

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